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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: OA, Division of Accounting

DATE: December 12, 2001

RE: Check Cancellations for Current Calendar Year

The Office of Administration, Division of Accounting requests the jobs necessary to produce the 1099s to vendors that the State has paid each year. In January 2002, we will print the Calendar Year 2001 1099s. To decrease the number of corrections required for 1099s, we are asking for your assistance with the timely submission of check cancellations.

Check cancellations impact the reportable income included on 1099s. Please ensure that all check cancellation requests for checks issued prior to December 1, 2001 are received in OA, Division of Accounting prior to 5:00 p.m. on December 26, 2001.

Cancellation requests for checks issued from December 15-31, 2001 must be received in OA, Division of Accounting prior to 5:00 p.m. on January 9, 2002.

Requests for exceptions to this procedure will need to be documented in writing by the agency. The exception request must include the reason why the check cancellation request was submitted after these deadline dates.

Please distribute this information to all applicable staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA, Division of Accounting Agency Customer Service desk if necessary.